

This section will outline what materials you will need to gather and submit to my office to open your case. Please read this information carefully as the material you submit must be complete in order for my staff to assist you more effectively and efficiently to resolve your problem. To personally talk to a Caseworker for additional assistance or to answer any questions you may have, please call my Casework Assistance line at: (715) 842-1680.

Step 1 – Complete a Privacy Release Authorization

Please print and complete one of the following privacy release authorization forms that apply to the type of case you need my office to assist you with:

- [Immigration/Naturalization Privacy Release Authorization \(PDF\)](#)
[The USCIS requires certain specific information to track your case. The required information is contained on this release form.]
- [Internal Revenue Service Privacy Release Authorization \(PDF\)](#)
[The IRS requires its own authorization form, which you must complete before they will respond to an inquiry from my office.]
- [Standard Privacy Release Authorization for all other agencies \(PDF\)](#) [Use for all other types of cases]

To view and print a PDF [file, you must](#) have Adobe Acrobat Reader software installed on

Why it is necessary to submit a privacy release form?

The Privacy Act of 1974 requires that Members of Congress and their staff receive **written** authorization from the individual involved before they are allowed to obtain information about an individual's case. This is to protect you from having people access information about you without your permission. Privacy is a precious right and any personal information you provide to my office related to your case will be handled on a very confidential basis.

Step 2 – Gather Relevant Paperwork about your Case

Make copies of any relevant documents you have that provide a summary of your case.

In addition, for certain types of cases the agency involved requires specific information in order

to proceed with an inquiry on your behalf. You should include the following information if it applies to your case:

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Office of Personnel Management (OPM) Cases: You will need to provide your CSA or CSF number, as well as your Social Security number and your date of birth. To report the death of an annuitant and to apply for survivor benefits, you will need the death certificate of the deceased.

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Social Security Disability (SSD) Cases: You will need to apply for Social Security Disability Benefits (SSD) before you contact my office. Once you have applied, my staff will need to know which specific office you filed your claim or appeal and where you are in the process. When applying for SSD, you should be prepared to go through several steps.

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Veterans Affairs Cases: You will need to provide your CF number, along with your Social Security Number.

- Workers' Comp Cases: You will need to provide your case number, along with your Social Security Number to help us track your case.

Step 3 – Submit your paperwork

I have casework specialists who can assist you with your case. Once you have compiled the necessary information and supporting documents and completed the required privacy release form, please mail it to, or drop it off at, my Wausau District Office at the following address:

**Congressman Dave Obey
Attn: Casework Assistance
401 5th Street, Suite 406A
Wausau, WI 54403-5468**

Why can't I just e-mail your office my information?

E-mails are not secure communications. You should never put any private, personal information, such as your Social Security number, in an e-mail as that e-mail could be intercepted over the Internet.

Casework Contact Information

To talk to a Caseworker for additional assistance or to answer any questions you may have, please call my Casework Assistance line at: (715) 842-1680.

Related Links

- [Casework: Help with Federal Agencies](#)
- [Checklist - Is Your Inquiry Casework](#)
- [Federal Resources](#)
- [Return to Services](#)